



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

No.: 99-14

File: 1250.15

Date: 02/26/99

Non W-2 [x] W-2 [x] CC [x]

PRIORITY: Medium

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SUBJECT: CARES NEW HIRE DATA EXCHANGE

PURPOSE

This memo informs you of a new data exchange referred to as "New Hire". It will provide you with data about persons newly hired by Wisconsin employers.

BACKGROUND

Information the Department of Workforce Development (DWD) receives from Wisconsin employers about newly hired employees will soon be available to local economic support (ES) and Wisconsin Works (W-2) agencies in both online and monthly matching in CARES. DWD's Division of Unemployment Insurance (DUI) began collecting this data on January 1, 1998. DUI will maintain 12 months of new hire information, to which CARES will have access for querying and matching purposes.

NEW HIRE DATA EXCHANGE

The New Hire process has been developed in 2 parts - online query and monthly match report.

Online Query

The first part, online query, went into production in June of 1998. It allows workers to request new hire information through the DXNH transaction by placing an SSN in the parameter field.

1. If no data is available the message will be: "AT7 - No New Hire Information For SSN."
2. If there is data available, the DXNH screen will display the following information:
 - a. An individual's name and address
 - b. SSN
 - c. PIN
 - d. Case number
 - e. Date of birth
 - f. Date of hire
 - g. State of hire

There is also a DFLT (default) field, which, if set at 'Y', indicates the date of hire was not given by the employer but is defaulted to the date the information was received by DWD.

Other information includes the employer's FEIN, (Federal Employer's Identification Number), addresses as reported and as currently on file, and the date the information was stored in the DWD database.

A similar screen, DXAH, will appear in the driver flow after DXAW during intake and review processing.

Monthly Match Report

The second part of this process is a monthly match. The matching process will compare the FEIN from the employer with the FEIN from the Earned Income (AFEI) screen. The data compared will be from the current month's employment. If there is new employment data for which the Employer's FEIN does not match with an FEIN on AFEI, an alert and a disposition will be sent to the worker. For this reason, workers are urged to ensure that the FEIN field on the AFEI screens for their cases is properly completed. The FEIN can usually be found through a wage query (DXQW) for the person. The New Hire online query, screen DXNH, will also display the employer's FEIN.

The New Hire monthly match is expected to go into production at the end of March. A New Hire match disposition will be generated for any person in an open case for whom the Employer's FEIN on the AFEI earned income screen does not match the employer's FEIN displayed on the New Hire database.

If a worker receives a New Hire alert, the message will be "273 - New Employment Data - see DXNH".

1. The worker can then go to DXNH, review the data, and PF to the AFEI screen to compare employment information.
2. The worker should note the FEIN and employer name on the DXNH screen, so that the FEIN may be added to AFEI if necessary.
3. To complete the match process, the worker will need to go to DXRU, enter an action code and date; then go to DXUS to enter savings information, if applicable.

To see a listing of all New Hire dispositions, go to DXRL with the exchange type NHEI.

SUMMARY

The data that the monthly match and online query provides will allow workers to immediately determine whether there has been new employment within the past 12 months that is unreported on CARES. In the event new information is received, workers will need to seek verification from the employer(s), correct the AFEI screen, and run SFED to recalculate benefits. In the event of a reduction in benefits, workers would need to determine the number of months the reduction would cover, and, if necessary, enter a referral on BVRF for recovery of the overpaid benefits. The online and batch processes will help workers to prevent overpayments and to determine previous overpayments.